



Vendor Policies & Procedures  
For Gahanna Department of Parks & Recreation  
2012 Freedom Festival Application

**PURPOSE**

**Freedom Festival** is a family event hosted by the Gahanna Parks & Recreation Foundation, presented by Heartland Bank and benefiting the USO. The event is held at the Gahanna Municipal Golf Course on Wednesday, July 4, 2012. The Festival is an Independence Day celebration that offers children's activities, food, entertainment, and fireworks. For more information about the 2012 Freedom Festival, please visit [www.gahanna.gov](http://www.gahanna.gov).

**Interested vendors must apply by June 22, 2012. Walk on vendors will not be permitted.**

**PROPOSAL REVIEW**

The following general provisions apply to the proposal review of Vendor businesses in any City of Gahanna park:

1. During any given time of the year, the Director of Parks & Recreation may request proposals from Vendors for operation within any City of Gahanna park management area;
2. Upon reviewing of all proposal request, the Director may choose a Vendor business to operate within the management area at any given time;
3. If none of the proposal requests are acceptable by the Director, then the Director can choose to have no Vendor businesses operate;
4. Complete discretion is granted to the Director of Parks & Recreation when selecting the Vendor business to operate in any City of Gahanna park;
5. Any person who submits a proposal request for consideration must procure the proper permits from the Department of Parks & Recreation and abide by these policies and procedures as well as all police, fire and health codes or provisions.

**PROPOSAL CONTENT**

In order to obtain a vendor license from the Gahanna Department of Parks & Recreation the following items are needed. Gahanna Department of Parks & Recreation vendor application;

1. Franklin County Board of Health Food Service Permit (if applicable);
2. Mifflin Twp Fire Dept. inspection (if applicable);
  - a. Inspections are required if using a temporary structure larger than 120 sq. ft.
  - b. Cooking with an open flame, gas or propane
3. Completed W9 (if applicable);
4. Proof of obtaining City income tax filing number or exemption for the City of Gahanna from the Regional Income Tax Authority (RITA) (only required for Non-Profits);
5. Proof of current insurance coverage not less than \$100,000.
6. Current certificate for Proof of Bureau of Workers Compensation (if applicable).
7. Picture of trailer/pushcart or diagram of tent set up.

**PERMIT FEES**

Type of Vendor: *(All vendors will be located outdoors and will be stationary during our event. Vendors must remain on open during all hours of the festival.)*

Food \$200: Must provide all elements of proposal content.

Approved structure types:	Push-cart	Trailer	10x10 tent
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Non-profit groups \$50: (Must provide proof of non-profit status and the same items as above depending on category)

### **LICENSE REFUSAL**

The Department of Parks & Recreation may refuse to issue licenses if any of the following is found to be true:

1. The applicant has made a false statement as to any matter in the application;
2. The applicant or his prospective employer has violated any provision of this policy within the last three (3) years;
3. The applicant is under 18 years of age;
4. The applicant has not complied with all applicable regulations of this or any other City agency, as well as those of the state and federal governments;

### **LICENSE SUSPENSION, REVOCATION**

Licenses issued may be suspended or revoked by the Department of Parks & Recreation for one or more of the following reasons:

1. Fraud, misrepresentation or bribery in securing a license or during the course of business; or,
2. Violation of any provision of this chapter;
3. Failure to display the identification card as is required by subsequent sections of this chapter;
4. Failure to have valid permits or licenses required by the Department of Health or any other City, township, state or federal agency; or
5. Conviction of any criminal or traffic offense while operating, or conviction of any criminal offense involving theft or fraud; or
6. For any of the reasons which could have been grounds for refusing to issue the original license; or
7. Operating or working for any unlicensed Vendor; or
8. **Possessing, selling or distributing intoxicating liquor, beer or illegal substances such as illicit drugs and/or drug paraphernalia.**

Upon the suspension or revocation of any license, such license shall immediately be removed from public view and shall be returned to the Department of Parks & Recreation immediately.

### **DISPLAY OF IDENTIFICATION CARD**

Each Vendor shall conspicuously display on the outside of their clothing, at all times while operating, the identification card furnished with such Vendor license.

### **GAHANNA PARKS OPERATION**

Vendors shall not:

1. Obstruct pedestrian or vehicular traffic upon any walkway or other public right-of-way. Leaving less than five (5) feet of space available for pedestrian traffic on any walkway shall be considered obstruction of pedestrian traffic.
2. Operate on any sidewalk or trail.
3. Place or permit to be placed in any waterway any noxious or deleterious material or any material which may affect the use or enjoyment of such waters for recreational or natural park use.
4. Place or permit to be placed on any ground area or cover, water of any source derived from the operation of the Vendor business.

Vendors shall:

1. Operate only in areas designated by the Director of Parks & Recreation.
2. Operate using only authorized and licensed trailer, pushcarts and/or tents.
3. Be responsible for keeping the area within twenty-five (25) feet of their operation free and clear of any litter caused by such operation.
4. Operate only during the hours of festival, 6:30pm-10:00pm.
5. Have a fire extinguisher as required by the Mifflin or Jefferson Township Fire Department. Inspection of your fire extinguisher will be at the discretion of the Mifflin or Jefferson Township Fire Department
6. Post cost of all items for sale.

### **PUSHCART REQUIREMENTS**

1. Pushcarts shall not be:
  - a. More than four (4) feet in width; including wheels; or
  - b. More than nine (9) feet in length, of which not more than six and one-half (6-1/2) feet of length shall be used for the display, storage, or preparation of items for sale or barter;
  - c. More than six and one-half (6-1/2) feet in height;
  - d. No item shall be placed or affixed on any pushcart in such a manner so that the combined height of the item and the pushcart exceeds six and one-half (6-1/2) feet or the combined width of the item and the pushcart exceeds four (4) feet.
2. Pushcarts shall have:
  - a. A minimum of two wheels;
  - b. A litter container affixed thereto; such container shall be of at least one (1) gallon capacity;
  - c. An attached braking mechanism or device shall be capable of locking the wheels while not in motion;
  - d. Enclosed sides made of a hard, sturdy, non-transparent, non-cloth substance securely and permanently attached to the pushcart frame. Such sides shall have a finished appearance. "Finished" shall mean painted, stained or varnished unless sides are made of stainless steel, cast iron, or a fiber glass or plastic material manufactured in a colored condition;

#### **TENT REQUIREMENTS**

1. Tents shall:
  - a. Not be larger than 120 sq ft;
  - b. Be anchored without stakes (use weights).

#### **TRAILOR REQUIREMENTS**

1. Trailers shall:
  - a. Not be larger than 8' wide x 16' long x 9' high.

#### **ALCOHOLIC BEVERAGES PROHIBITED**

1. No Vendor shall knowingly possess, with the purpose to consume or sell, any intoxicating liquor or beer, and wine as defined in Ohio R.C. Chapter 4301 while being in or upon any portion of any City of Gahanna park.
2. It is unlawful for any Vendor to knowingly attempt to sell intoxicating liquor or beer in any park.

#### **ENFORCEMENT**

Any law enforcement officer or Department of Parks & Recreation staff member authorized to enforce this policy who observes any violation of this policy may lawfully order such individual to cease using a pushcart or operate Vendor business until the violation is corrected.

If the individual fails to obey the lawful order to cease using the pushcart within a reasonable time, the officer or staff member may make a written complaint to the Director of Parks & Recreation in addition to any other remedy provided by law. Absent extraordinary circumstances, a reasonable time shall be considered five (5) minutes.

If, the Director of Parks & Recreation determines that the owner or operator of the pushcart did fail to obey this chapter or any other lawful order, the Director of Parks & Recreation may suspend or revoke the license of that pushcart, Vendor business.

## VENDOR APPLICATION

OWNERS NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_ TAX ID: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Requested items to sell: \_\_\_\_\_

Requested park location and dates: 2012 Freedom Festival at Gahanna Golf Course – Wednesday, July 4, 2012

Unit selling from: ☐ Pushcart ☐ Tent ☐ Trailer ☐ Table

I have read and understand the conditions of this permit and have the authority to enter into this agreement and agree to abide by the conditions of this permit.

\_\_\_\_\_  
Owner Applicant

\_\_\_\_\_  
Date

The CITY OF GAHANNA, DEPARTMENT OF PARKS & RECREATION

Hereby enters in to an agreement with \_\_\_\_\_ for the operation as a vendor at the 2012 Freedom Festival during the hours of 6:30-10:00pm.

The terms of this agreement and its associated licenses are valid from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Tony Collins, Director  
Department of Parks & Recreation

\_\_\_\_\_  
Date

Office Use Only:	Fire Dept. License #	FCBH Permit #	GDP&R Permit #	App Rec'd	HH Clause Rec'd	Ins COI Rec'd	License valid dates	Amount Paid

GDP&R PERMIT # \_\_\_\_\_

\*To be completed by GDPR

**VENDOR LICENSE\***

OWNERS NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_ TAX ID: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

This license has been issued in accordance with City of Gahanna, Department of Parks & Recreation Vendor Policies & Procedures and is subject to revocation or suspension for cause and is not transferable.

EXPIRATION DATE \_\_\_\_\_

\_\_\_\_\_  
DATE ISSUED

\_\_\_\_\_  
DIRECTOR, PARKS & RECREATION

THIS LICENSE MUST BE DISPLAYED AT ALL TIMES

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Authorized items for sale: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tax ID# \_\_\_\_\_

Franklin Cty Bd Health Permit # \_\_\_\_\_

Gahanna Building Dept. Permit # \_\_\_\_\_



## **HOLD HARMLESS CLAUSE**

For and in consideration of the opportunity to participate as a vendor for the City of Gahanna, Department of Parks & Recreation, I, for myself, my heirs, executors, and administrators, acquit, discharge and covenant to hold harmless the City of Gahanna, its successors, its officers, employees, servants, and agents of and from any and all actions, claims, causes of actions, claims demands, damages, costs, loss of services, expenses and compensations, on or account of or in any way growing out of any and all personal injury or property damage which may result to me as a result of participation as a vendor. I/We have read and agree to the vendor application and related department policies, including the right to use my photograph or image with or without my name, both single and in conjunction with other persons or objects for any and all purposes, including, but not limited to, private or public presentations, advertising, publicity and promotions relating thereto.

APPLICANT (S) SIGNATURE(S):

\_\_\_\_\_  
\_\_\_\_\_

PRINT NAME(S):

\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_